

REAL ESTATE

STEPS TO OBTAIN A NEW MICHIGAN REAL ESTATE SALESPERSON LICENSE

1) COMPLETE YOUR 40 CLOCK HOUR REAL ESTATE FUNDAMENTALS (PRELICENSURE) COURSE:

The school will submit your completion certificate to the State of Michigan. Always keep a copy of any completion certificates for your records. You must apply for the license within *36 months* after completing your prelicensure course.

2) COMPLETE AND SUBMIT YOUR REAL ESTATE SALESPERSON LICENSE APPLICATION: Log into the site www.michigan.gov/icola to apply for the license. Upon accessing iCOLA, you will be asked to create an account, pay for the license and submit your license application electronically. If you list your employing broker's 10-digit ID number when applying, please inform that broker you have submitted your license application. Your employing broker should then access his/her iCOLA account and approve you to be licensed. You are not required to name a broker at the time you submit the license application; broker information may be supplied to the State of Michigan at a later time using the Employing Broker Notification form (BCS/LRE-052) found at the Forms & Publications link at www.michigan.gov/realestate. Your license application will remain in a "pending" status with the State of Michigan until a broker is confirmed.

During your electronic application process, *if* you answered "yes" to specific questions, you are required to submit additional forms (Request for Conviction History, Request for Disciplinary Action, Stipulation Form or Consent to Service of Process). These requirements, if any, will be noted on your ePayment Receipt upon completion of the iCOLA application process. Please read it carefully and follow the directions. *Your application will not be processed* until the additional forms (if required) are received.

3) RECEIVE AUTHORIZATION TO TEST: If no additional documentation is required, your application will be approved, and you will receive an email from the State of Michigan notifying you of your authorization to register for the exam (please allow 2-5 business days for this step). The email will include your exclusive six-digit exam candidate "MIRE" (Michigan Real Estate) number and examination registration instructions. Again, if additional documents are required due to any "yes" responses, the application will be in a pending status until the documents are received and the application is approved. No email is sent to you regarding these deficiencies.

Note: (1) You must complete all licensure requirements within one year of applying for the license in iCOLA.

(2) Exam scores are valid for one year.

4) CONTACT PSI TO SCHEDULE EXAM: Using the contact information contained in your "MIRE" email, provide PSI with your MIRE number, then schedule and pay for your exam. This MIRE number is used only for the purpose of scheduling your exam, it is not your license number. Your license application will remain in a "pending" status with the State of Michigan until broker sponsorship is confirmed and you have taken and passed the exam.

5) TAKE AND PASS EXAM: If an employing broker is confirmed at least 48 business hours prior to your exam date, you are eligible to receive the photo pocket license at the PSI Examination Site upon successful completion of your exam.

Subsequent Notification of an Employing Broker:

- If your iCOLA application named a broker before you took the exam, but the broker did not approve it prior to your exam, your broker can still use iCOLA.
- If you didn't name an employing broker prior to passing the exam, the receipt of your photo pocket license and subsequent paper licenses will be delayed awaiting the submission of a completed Employing Broker Notification form (BCS/LRE-052).

Again please note that you must pass the exam within one year of applying for the license or the license fee paid on iCOLA expires.

6) LICENSE: Typically, exam information will be imported into your iCOLA record within 48 business hours after successful completion of the exam. Once your exam score is received by the Department and broker is confirmed, the State-issued paper wall license and pocket card will be mailed to your employing broker's main office.

CONTINUING EDUCATION AND LICENSE RENEWAL

A licensee shall complete not less than 18 hours of continuing education per 3-year license cycle. Once you are licensed, please note in which year of the 3-year license cycle you acquired your license. This dictates how many continuing education hours you will need to renew:

Year Licensed:	Hours Required Per Year:	Total Hours Required to Renew:
1 st year (11/1/09-10/31/10)	2 legal update	18 (includes 2 hours <i>per year</i> of legal update)
2 nd year (11/1/10-10/31/11)	2 legal update	12 (includes 2 hours <i>per year</i> of legal update)
3 rd year (11/1/11-7/1/12)	2 legal update	6 (includes 2 hours of legal update)

Additional Notes:

- Broker applicants must complete 90 hours of courses and pass PSI exam prior to applying for a broker's license.
- At this time, broker candidates are not able to use the iCOLA site to apply for new licenses. Please visit www.Michigan.gov/realestate to access the latest versions of broker applications.